

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
20 - 21 March 1979

Tuesday, 20 March 1979 - 1000 - 1800 hours

ATTENDEES

Dr. Philip K. Eckman, Chairman

DD/ORD
EO/ORD
AC/ORD
C/AMR/ORD
PSR/ORD
Executive Secretary
Recording Secretary

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1. Discussion was held on the ORD Table of Organization and ORD slots.

2. The Special Panel Agenda was reviewed. [] ORD's representative on the DDS&T Senior Secretarial Career Service Panel was asked to review the procedures of that Panel. He explained that the Panel handles the evaluation, promotion and assignment of GS-08's and above. [] explained his concern about the progression of GS-07's to GS-08's and the gap that remains in the handling of secretarial personnel between the Office Panel and the DDS&T Panel. [] briefed the D/ORD and the Panel members on the ORD Special Panel ranking procedures of clerical and secretarial personnel. The evaluation procedure discussion centered on the issue of evaluating secretary-typing and clerk typists versus secretary-stenos and clerk stenographers who have qualified in the Agency shorthand test. [] explained that the Special Panel has been evaluating clerical and secretarial personnel against the standards of the grade, their qualifications, and how well they do the job. Typists and stenographers have been reviewed separately according to grade.

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3. ACTION : ORD/Special Panel adopt the use of the DDS&T Senior Secretarial CSP Evaluation Criteria Sheet (COPY ATTACHED) in order to have a uniform system of evaluating ORD secretarial and clerical personnel.

MAJORITY: Concurred. ORD supervisors would continue to encourage secretarial personnel to pass the Agency shorthand test and encourage training in order to accomplish this.

LEVELS ONLY

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4. THE ORD/CSP Charter was reviewed and the following changes were made:
(COPY OF CHARTER AND COPY OF REVISED CHARTER ATTACHED)

2.a.(1)c. Changed from Executive Officer/ORD to
Chief, Management Staff/ORD

4.a....and advise the D/ORD (deleted)

4.c....to the D/ORD (deleted)

5.a....to the D/ORD (deleted)

5.e....in time to be submitted to the D/ORD is changed to
read....in time to be submitted to the Chairman.

Additions made to 5.b. on voting procedures
(See copy of Revised Charter)

5. ACTION : Dr. Eckman proposed to proceed with the present system
of ranking ORD professionals at this time. He
further proposed to make a study of the present ORD
evaluation procedures with the assistance of
[redacted]. Dr. Eckman stated
he would present the results of this study and
how ORD would handle those professionals listed
in the bottom 3%-5% to the ORD/CSP members by
15 July 1979. STAT

6. [redacted] informed the Panel that a new Performance Appraisal form
would replace the present Fitness Report form either on 1 July 1979 or
1 October 1979. The format of the sheet would change from one page to three
pages. The letter ratings will be replaced by a numerical system of
seven categories. An Advanced Work Plan will be filled out at the same time
the new Performance Appraisal Sheet is completed. When the first Performance
Appraisal Sheet is to be completed, a Letter of Instruction will have to be
used. On the new sheet there will be a block for the comments of the ratee. STAT

7. The Competitive Evaluation and Descriptor Grouping was completed
on the following: (SEE DESCRIPTOR GROUPING SHEETS ATTACHED)

GS-09's - GS-11's
GS-12's
GS-13's
GS-14's
GS-15's

8. Further discussion was held on the following personnel:

[redacted] - Proper use of capabilities STAT
- Assignment difficulties. Possible
reassignment to other PSR duties
and replacement by [redacted] STAT
or [redacted] STAT

STAT ONLY

8. (Cont'd)

[REDACTED]

- Problems with work structure
- Working relationship problems

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9. ACTION: [REDACTED] is to discuss the personnel development of DPR employees with the new DPR Division Chief. He is to ask the Division Chief for his opinion on whether [REDACTED] is capable of moving along on the technical track. [REDACTED] should talk to [REDACTED], supervisor or [REDACTED]. He should also inquire about the possible reassignment of [REDACTED] to another Agency component for further career development. [REDACTED] also needs more information on [REDACTED] on rotational assignment from NPIC, as to his performance.

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10. Promotability Lists were prepared for GS-09's through GS-15's. Promotion recommendations were reviewed on the following:

[REDACTED]

- Jr. - GS-14 to GS-15
- 13 to GS-14
- 13 to GS-14
- 13 to GS-14
- GS-12 to GS-13

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Decisions on the above promotion recommendations and approved promotions without paperwork are listed on the promotability lists. (SEE COPIES ATTACHED)

11. A statement of intent to promote [REDACTED] from GS-11 to GS-12 was made by the C/PSR/ORD.

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Wednesday, 21 March 1979 - 0900 - 1300 hours

1. ACTION : Recommendation of Quality Step Increase for [REDACTED] PSR/ORD GS-12, step 5 to GS-12, step 6

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MAJORITY: Concurred.

2. ORD employees under other Career Service Designations were discussed. The personnel in this status are: [REDACTED]

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3. ACTION : [REDACTED] prepare letters of appreciation for D/ORD's signature on [REDACTED] to and [REDACTED] expressing ORD's appreciation on their performance of duties.

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MAJORITY : Concurred.

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4. ACTION : ORD Management to look into [] workload to ascertain if there is justification to consult with Office of Security about additional assistance to handle either the physical or industrial security. STAT

MAJORITY: Concurred.

5. ACTION : Recommendation to award [] the Intelligence Medal of Merit. STAT

MAJORITY: Concurred.

6. ACTION : Recommendation to award [] the Career Intelligence Medal. STAT

MAJORITY: Concurred. [] to obtain an exemplar of the recommendation from the Agency Awards Board. STAT

7. ACTION : Recommend a Unit Citation for PROJECT [] personnel. STAT

MAJORITY: Concurred.

8. ACTION : Recommendation to award [] the Intelligence Medal of Merit. STAT

MAJORITY: Concurred. It was recommended that [], D/OGCR be consulted. STAT

9. ACTION : Recommendation to award [] the Certification of Distinction and Intangible Cash Award of \$2,000. STAT

MAJORITY: Concurred. The Panel suggested recommendation to [] stated he would prefer recommendations for [] go through the DDS&T Career Board. STAT
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10. ORD Division Chiefs were asked to prepare Career Planning Profiles for their employees. They were asked to work with the employee to make up a training plan that would be applicable to job requirements and future career development. Division Chiefs were asked to submit their completed Profiles by 1 June 1979. They were further asked to prepare the Personnel Development Plan inputs and submit by 1 July 1979. The Career Planning Profile sheet was changed to delete Comments by Senior Managers/CSP and add Division Training Plan. (SEE COPY ATTACHED). The Division Chiefs were asked to devise a training program for their employees which would upgrade their qualifications within the Division and ORD.

11. [] informed the Panel that those employees attending training, seminars, conferences, etc., may be required to brief ORD personnel at the completion of their training. He stated he has asked [] DPR/ORD, to brief ORD personnel on the Office Automation Systems course they will be attending in May 1979. STAT
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12. The CSP/ORD was told that the Training Budget for Fiscal Year 1980 would be \$13,000. The D/ORD asked that he be reminded to write a memorandum of complaint on the ORD Training Budget amount.

13. ACTION : Training course nominees were made as follows:

| | | | |
|---|--------------------|------------------------------------|------|
| Levinson Seminar (24-29 June 1979) | - Philip K. Eckman | (Did not attend) | STAT |
| Program for Senior Managers in Government (Harvard) | - [Redacted] | (Did not attend) | |
| Federal Executive Institute Programs | - None | | |
| Brookings Conferences for Federal Science Executives | (4 - 9 Nov 79) | (Will attend) | STAT |
| National War College | - [Redacted] | iting decision of TSB/OTR) | |
| Fellowship in Congressional Ops - 1980 | - [Redacted] | | |
| CIA Senior Seminar | - [Redacted] | - Sept STAT Was not able to go) | |
| Program on Creative Management | - [Redacted] | ing - Nov 79 | |
| Management Seminar | - [Redacted] | | |
| Advanced Intelligence Seminar | - [Redacted] | (Attended) | |
| Midcareer Course | - [Redacted] | (going - Nov 79 | |
| DDS&T Career Development Course #16 and #17 | - [Redacted] | (No ORD attendee at #17) | |

MAJORITY: Concurred with the nominations.

14. [Redacted] requested that the Training Book of Courses be reviewed and a study be made on the courses that are relevant to ORD personnel and provide feedback to the CSP/ORD.

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15. [] reported to the Panel that a poll of ORD employees had been completed to obtain an indication of ORD interest in establishing an ORD Management Advisory Group. He received about 40 replies and only three or four people indicated they wished to actively participate in such an activity. It was the view of the CSP that ORD should have a MAG.

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[] was asked to put out a notice encouraging the organization of an ORD/MAG. The Group would be responsible for the structure, membership, and the Group's mission and goals. MAG representatives could meet with the CSP four times year; ask for a special meeting of the CSP when necessary; or be put on the agenda for the ORD staff meeting held every Tuesday. ORD/MAG representatives could also meet with the D/ORD and DD/ORD at any time.

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16. The next meeting of the CSP was scheduled for September. It was requested that it take place at []

STAT

17. Meeting convened at 1300 hours.

6 April 1979
Date

[]
Career Service Panel/ORD

STAT

Attachments:

1. DDS&T Senior Secretarial CSP Evaluation Criteria Sheet
2. Revised ORD CSP Charter
3. Descriptor Grouping Sheets on GS-09's - GS-15's
4. Promotability Lists on GS-09's - GS-15's
5. Career Planning Profile Sheet

APPROVED:

4/13/79
Date

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Completed:
6 Apr 79 - 1210 hours

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APPROVED.

STAT

13 April 79
Date

31 May 79
Date

4/18/79
Date

25 May 79
Date

5/3/79
Date

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTS 1 and 5